





PROPERTY MAINTENANCE

for Storm Water Compliance









A Toolkit for Property Managers



Property Maintenance for Storm Water Compliance

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Aloha

As Hawai'i residents, we know that clean, safe water is vital to our health and island lifestyle – and that our everyday activities can impact our island waters.

Property maintenance activities, such as painting and pressure washing, are essential for the upkeep of residences, commercial buildings and landscaping; however, without the use of Best Management Practices (BMPs) the residue from these activities can reach our storm drains and flow untreated to our streams and the ocean.

The City and County of Honolulu developed this **Property Maintenance Toolkit for Storm Water Compliance** as a guide for property managers to implement these practices to protect and improve our water quality. **Download this Toolkit and individual pages at <u>StormWaterPMToolkit.com</u>.**

Mahalo for partnering with us in caring for the waters of our island home.



LANDSCAPE MAINTENANCE

When caring for a yard and lawn, make sure that grass clippings, tree branches, leaves, dirt, and fertilizers do not enter the street or storm drain system.

HOW DO I HANDLE GREEN WASTE?

Sweep or blow dirt, plant debris, or fallen fruit into a pile for collection. Prevent dirt, plant debris and fallen fruit from leaving the property and entering the storm drain.



Leave it on the lawn

Clippings help lawns retain moisture and nutrients. Make sure clippings do not blow into street or storm drain.

Application



Recycle

Mulch, compost, or send collected green waste to recycling facilities.



Keep storm drains free from debris

Blow or sweep landscaping waste away from storm drains for collection and disposal.



Storage & Disposal



FERTILIZERS AND PESTICIDES

- Follow package instructions to avoid overuse.
- Do not wash spills into the street or onto hard surfaces.
- Do not apply pesticides or fertilizers prior to rain events.



- Store in safe, waterproof containers and/or undercover.
- To schedule an appointment to dispose of excess pesticides and fertilizers call 808-768-3201.

Learn about organic gardening practices at bit.ly/BackyardConservation



Storm drain water flows untreated into our streams and ocean.

DO NOT blow or toss leaves or other green waste into streets, storm drains or streams.

DO NOT allow fertilizers or pesticides to come into contact with storm water.

R.O.H. 43-11.23

CITY FINES FOR UNAUTHORIZED DISCHARGES CAN BE UP TO \$25,000 PER VIOLATION, PER DAY.

WHEN WATERING

Keep irrigation water off streets and hard surfaces by:

- Adjusting sprinkler heads
- Checking for leaks regularly



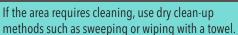
DUMPSTER & TRASH MAINTENANCE

Poorly maintained dumpsters and escaped litter can have harmful effects on our island's waters when storm water carries trash such as food wrappers, plastic containers, and cigarette butts into the storm drain system.

MAINTAINING DUMPSTERS AND TRASH ENCLOSURES

- Do not hose out dumpsters or trash enclosures. Wash with water only (no cleaning solutions) using a bucket and mop or broom.
- Regularly inspect the trash enclosure area for stains and grime.
- Regularly inspect dumpsters for leaks, holes, and broken parts. Contact your waste hauler to have dumpsters repaired or replaced.







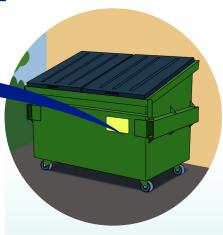
Keep dumpsters under shelter and/or lids closed to avoid exposing trash to rainfall.

CONTROL LITTER

- Keep dumpster lids closed.
- Size dumpster and schedule pick-up frequency to keep dumpsters from becoming overloaded.
- Ensure trash is properly bagged before putting it in the dumpster.
- Provide ample trash receptacles for patrons and encourage their use.

INFORMATION FOR TENANTS, CONTRACTORS, AND VISITORS

- Discourage illegal dumping by posting "No Dumping" signs, providing adequate lighting, and/or fencing off dumpsters in open areas.
- Communicate to tenants and contractors proper trash handling procedures such as breaking down boxes, keeping bulky items out of the dumpster, bagging trash and keeping lids closed.
- Communicate to residents how to dispose of their bulky items by appointment. Visit <u>Honolulu.gov/Opala</u>, or call 808-768-3200 for more information.
- Include trash control requirements in lease documents and service agreements.



Storm drain water flows untreated into our streams and ocean.

Trash and litter may not enter the street or storm drain.

R.O.H. 43-11.23

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FLUID AND HAZARDOUS WASTE HANDLING

- Place only empty containers in the trash. Absorb liquids and oils beforehand.
- Clean up any liquids spilled in the dumpster area using absorbents (e.g., kitty litter, newspapers) and bag for disposal.
- Keep hazardous waste out of trash receptacles (e.g., unabsorbed paint, cleaning chemicals, pesticides).



POOLS, SPAS & WATER FEATURES

Pools and water features contain high levels of chlorine which may hurt or kill fish and marine animals if disposed of improperly.

HOW SHOULD WATER FROM POOLS OR WATER FEATURES BE DISPOSED?

1. DECHLORINATE WATER TO 0.01 PARTS PER MILLION OR LESS

- **Natural:** Allow the chlorine to dissipate over time by not adding new chlorine and keeping the pool pump running. This process could take up to 2 weeks.
- **Chemical:** Use a chlorine neutralizer such as sodium thiosulphate, sulfur dioxide, or sulfite salts (generally available at pool supply stores).
- Non-hazardous, environmentally friendly alternative: Vitamin C powder in either ascorbic acid or sodium ascorbate form.

2. CHOOSE FROM ONE OF THE DISPOSAL METHODS BELOW:

PREFERRED OPTION

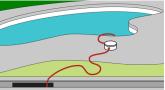


Use dechlorinated water to irrigate a landscaped area on the property.

Landscaped area must be able to absorb all water! No flooding, ponding or erosion may occur.

Required Permit: None

ALTERNATE OPTIONS



Pump through a hose directly into a storm drain.

Do not allow effluent to run down the street or gutter.

Required Permit: Discharge permit †

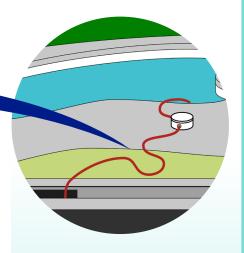


Discharge to a private drain on the property.

Required Permits: Discharge permit † Drain connection permit (if drain on property connects to City or State storm drain system)

WHEN CLEANING:

- Minimize water use.
- Use cleaning products as described on their labels. Dispose of according to instruction.
- Never clean a filter in the street or near a storm drain. Instead, rinse onto a dirt area and work filter residue into soil.
- Dispose of spent diatomaceous earth in the trash. Do not dump into surface waters, storm drain systems, sanitary sewers, or on bare ground.



Storm drain water flows untreated into our streams and ocean.

Water that has not been properly dechlorinated and filtered may not enter the street or storm drain.

R.O.H. 43-11.23

CITY FINES FOR UNAUTHORIZED DISCHARGES CAN BE UP TO \$25,000 PER VIOLATION, PER DAY.

BEFORE DISPOSAL

- 1. Determine your disposal method.
- 2. Fill out an application for a discharge permit (if necessary), pay \$200 fee.
- 3. Notify the City at least 72 hours prior to disposing.
- 4. Monitor chlorine levels with a dechlorination test kit to ensure the target level has been reached (≤0.01 ppm).

[†]A discharge permit application is available at CleanWaterHonolulu.com in the Forms section.



PRESSURE WASHING

PEDESTRIAN AREAS: Sidewalks, Plazas, Walkways

Pressure washing can improve the quality of our storm water by capturing and removing harmful pollutants that accumulate in our urban environment.

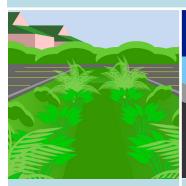
HOW SHOULD I DISPOSE OF MY WASH WATER?

HEAVILY SOILED SURFACES | SOAP AND CHEMICALS

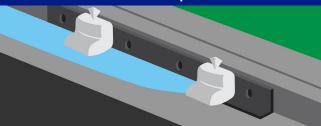


For areas with food or chemical residue, oily sheens, human or pet waste, and/or when cleaning with soap or chemicals – collect wash water and dispose of via a landscaped area or sanitary sewer.†

LIGHTLY SOILED SURFACES



Direct wash water flow to a nearby landscaped area on the property that can completely absorb the water. Odorless, colorless runoff may be allowed in the storm drain with adequate filtration.



Install protection measures at storm drain, and as needed near pressure washing area and flowpath to adequately filter wash water.

Sweep up accumulated pollutants before removing inlet protection to prevent them from entering the storm drain.

BEFORE YOU WASH

- 1. Sweep up visible trash, debris, and dirt and dispose properly. Wash only if necessary, using the least amount of water needed to clean the area.
- 2. **Know where your water flows.** Identify all areas where wash water may run off or collect (i.e., down slopes, toward streets and storm drains) to ensure that barriers or geotextile filters are installed in the right locations.
- † Authorization for Disposal via Sanitary Sewer
 A permit may be required for discharges of wash water to the City sanitary sewer system.
 For information on discharges to the City sanitary sewer system, please call the City and County of Honolulu Department of Environmental Services (ENV) Regulatory Control Branch at 808-768-4108.



Storm drain water flows untreated into our streams and ocean.

Water with soaps, detergents or other chemicals may NOT enter the street or storm drain.

R.O.H. 43-11.23

CITY FINES FOR UNAUTHORIZED DISCHARGES CAN BE UP TO \$25,000 PER VIOLATION, PER DAY.

NO STORM DRAIN SYSTEM?

Water may be left to evaporate naturally in areas with no storm drain systems.

If pooling of wash water will create a health or public safety issue, it should be collected and disposed of via a wastewater treatment facility.[†]



PRESSURE WASHING

TRASH ENCLOSURES & VEHICLE USE AREAS: Parking Lots, Drive-Thrus

Pressure washing can improve the quality of our storm water by capturing and removing harmful pollutants that accumulate in our urban environment.

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HOW SHOULD I DISPOSE OF MY WASH WATER?

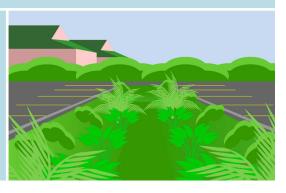
COLLECTION



Collect wash water from trash enclosures and vehicle use areas for disposal via a landscaped area or sanitary sewer.[†]

LANDSCAPE DISPOSAL

If there is a landscaped area on the property that can absorb the water completely, on site disposal is allowable.



Storm drain water flows untreated into our streams and ocean.

Parking lot wash water is prohibited from entering the street and storm drains.

R.O.H. 43-11.23

BEFORE YOU WASH

- 1. Sweep up all visible trash, debris, and dirt and dispose of properly. Absorb oil spots with kitty litter or other absorbent, sweep it up and dispose. Wash only if necessary, using the least amount of water needed to clean the area.
- 2. **Install drain protection.** Identify where wash water runs off and/or collects and install storm drain barriers to block water from entering.

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PRESSURE WASHING

BUILDING EXTERIORS: Buildings, Roofs, Painted Surfaces

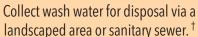
Pressure washing can help improve the quality of our storm water by capturing and removing harmful pollutants that accumulate in our urban environment.

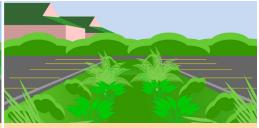
Pressure washing should not be used as a paint removal method.

WHERE SHOULD MY WASH WATER GO?

STANDARD COLLECTION AND DISPOSAL



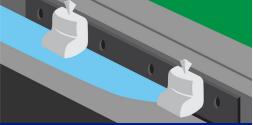




If disposing to a landscaped area on site, wash water must be absorbed completely.

ALTERNATE DISPOSAL: FILTRATION TO STORM DRAIN





Wash water from building exteriors may be discharged to the storm drain if:

No soaps, chemicals or detergents were used when washing, water is colorless and odorless and a leadbased paint surface was not washed.

and

Storm drain filtration measures (i.e., geotextiles) are in place to keep dirt and paint particles out.

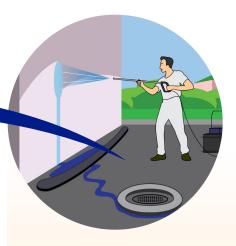
BEFORE YOU WASH

- 1. Remove all visible trash, debris and dirt and dispose of properly. Use geotextile fabric as a drop cloth to catch paint chips and particles. Washing at a low pressure setting may help to avoid removing paint and roof coating material.
- 2. **Install drain protection.** Identify where wash water may run off or collect and install barriers when collecting wash water or geotextile filters when disposing of wash water in the storm drain.
 - † Authorization for Disposal via Sanitary Sewer

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NO STORM DRAIN SYSTEM?

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If pooling of wash water will create a health or public safety issue, it should be collected and disposed of via a wastewater treatment facility.[†]

PAINTING

INTERIOR & EXTERIOR SURFACES

Prevent painting projects from impacting storm water by following procedures for preparation and handling of paint and chemicals and using proper disposal methods.

SURFACE PREPARATION & PAINT REMOVAL

- Remove loose paint using methods such as sandblasting, wet scraping, or a heat gun, scraper and sandpaper with a drop cloth. Sweep or vacuum paint chips and dust. Do not wash loose paint down with water.
- Do not pressure wash to remove paint.
- Avoid working in windy conditions when stripping or cleaning building exteriors, or ensure the area is sheltered.
- Install inlet protection or block nearby storm drain inlets with geotextile fabric to prevent particulate matter from entering.

PAINTING & SPILL PREPARATION



Mix paint indoors or in a contained area using a drop cloth underneath.



Ensure all painters are familiar with spill containment and clean up procedures and make spill kits and absorbents easily accessible.



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Water that is discolored or has been in contact with chemicals, dust, or other residue resulting from painting activities may NOT enter the street or storm drain.

R.O.H. 43-11.23

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PAINTING

INTERIOR & EXTERIOR SURFACES

CLEAN UP AND DISPOSAL





Clean up spills immediately. Wash latex paint brushes and pans into a sink that is plumbed to the sanitary sewer system.

HANDLING EXCESS OIL-BASED PAINTS, STAINS AND SOLVENTS

Oil-Based Paints and Stains



Solvents



Recycle

Use a wire paint comb to squeeze the residual back into the can to be recycled for future projects.

Absorb and Dispose

Paint out the excess or absorb using materials such as shredded paper, sawdust, or an oil change box. Seal in a plastic bag before disposing in the regular trash.

Recycle

Pour used solvent into a glass or metal container and let solids separate out. Skim off residue and dispose of in the trash. Save the remaining solvent for your next project.

Dispose

Paint thinner and paint stripper **MUST** be treated as hazardous waste and require special handling.[†]

DO NOT WASH OIL-BASED PAINTS, STAINS AND SOLVENTS DOWN THE SINK.



Never clean or rinse paint brushes or containers, or dump rinse water, into the street or storm drain.

Use sinks connected to the sanitary sewer.

† HAZARDOUS WASTE DISPOSAL

Visit the City and County of Honolulu Environmental Services (ENV) Household Hazardous Waste website at Honolulu.gov/Opala for more tips on handling paint and other hazardous substances.



INLET PROTECTION DEVICE REMOVAL

FOR PROPERTY MAINTENANCE TASKS

Inlet protection devices, such as filter socks, will keep most contaminants out of the storm water system. Contaminants such as dirt, sediment, and trash will become trapped by the devices on the way to the storm drain.

Contractors and property owners performing their own maintenance should ensure that all inlet protection devices installed before work takes place are also removed once the task is completed.

HOW TO REMOVE AN INLET PROTECTION DEVICE



 Sweep away debris that may have gathered in front of the barrier and collect for disposal.



 Carefully remove the barrier. Clean up any debris left behind and dispose of properly. Do not let it go down the drain.

FILTER SOCK DISPOSAL

- Mulch-filled filter socks that are no longer functional may be disposed of by emptying the contents in a vegetated area or garden where soil will be trapped. Do not empty on sloped areas.
- Filter socks that are designed for reuse should be rinsed in an area where the sediments will be recaptured to prevent them from entering the storm drain. If a filter sock was not designed for reuse, place the fabric material in the trash.

Storm drain water flows untreated into our streams and ocean.

Never wash dirt or debris into the street or storm drain!

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TYPES OF INLET PROTECTION DEVICES



Filter sock/Gutter buddy



Curb inlet filter/barrier



Silt fabric (for in-ground grates)



Sandbags



SELECTING A VENDOR/CONTRACTOR

INQUIRE BEFORE YOU HIRE!

The property owner is liable for clean-up costs and fines associated with service vendor or maintenance contractor activities that cause pollutants to enter the storm water system.

Ensure your vendor/contractor uses storm water quality Best Management Practices (BMPs) when performing work on your property.



Get Informed

- Review the BMPs in this Toolkit when performing certain property maintenance activities.
- Ask potential vendors/contractors to provide references. Contact these references to inquire about their use of BMPs.

Ask Vendors/Contractors:

- Will any chemicals be used? How will you handle a spill?
- How will the area be cleaned up after the job is done? (e.g., hose down, sweep up, use a leaf blower, etc.)
- How will you dispose of the waste materials you produce?

Put it in Writing

- Share the guidance provided in this Toolkit with your vendor/ contractor.
- If possible, include requirements for the use of storm water quality BMPs in service contracts.









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PRIVATE STORM DRAIN CONNECTIONS

Property owners are responsible for preventing pollutants from entering the storm drain system. Unlicensed private storm drain connections to the City's municipal storm sewer system (MS4) are illegal.

Any water flowing from unlicensed connections is considered an illicit discharge under the City's National Pollutant Discharge Elimination System (NPDES) permit and property owners may be subject to fines.

WHAT IS A PRIVATE STORM DRAIN CONNECTION?

A connection that conveys a flow to a curb, gutter, channel or City drainage system/MS4. These connections may include those identified below, as well as other structures.





Channels

Pipes/Hoses



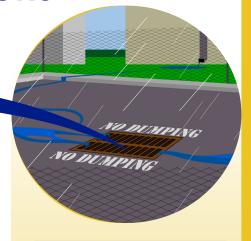


Sidewalk Culverts

Ditches

WHY DO I NEED A LICENSED CONNECTION?

The City's NPDES permit requires that all private storm drain connections be licensed to help with the detection and elimination of illegal discharges or pollutants.



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WHAT OPTIONS DO I HAVE WITH AN UNLICENSED CONNECTION?

Disconnect it

- Remove pipes or hoses leading from the property.
- Consider directing the runoff toward a landscaped retention area, or install a rain barrel to capture for irrigation use. Do not direct to areas that may affect the foundation or cause flooding on yours or others properties.

Drainage systems such as ditches or swales should not be removed without additional analysis and guidance from an engineer.
Filling or rerouting these systems may cause unintentional flooding.

Apply for a license

Submit an application form to the Department of Planning and Permitting.

Applications can be found online at: bit.ly/DrainLicense



POST-CONSTRUCTION BMPs

INSPECTION & MAINTENANCE

Property owners are responsible for maintaining their storm water Post-Construction Best Management Practices (BMPs). Property owners with drain connection licenses or a Storm Water Quality Report should have an Operations & Maintenance (O&M) Plan with inspection and maintenance requirements.

WHAT KINDS OF POST-CONSTRUCTION BMPS REQUIRE MAINTENANCE?

All BMPs will need some degree of maintenance to treat storm water runoff and reduce water quality impacts. Recommended maintenance may be different for each device. Schedule inspections and maintenance at regular intervals and after major rain events.

WHAT ARE THE INSPECTION AND MAINTENANCE REQUIREMENTS?

The City requires quarterly inspections and annual maintenance of Post-Construction BMPs. These actions should be tracked in the O&M Inspection and Maintenance Forms and logged for review by City inspectors.



Manufactured Treatment Devices



Catch Basin Inserts



Grass Swales



Permeable Pavement



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O&M Inspection and Maintenance Forms

These forms are found in your permanent storm water BMP O&M Plan (Appendix H on the Department of Planning and Permitting website:

HonoluluDPP.org/
ApplicationsForms/
StormWaterQuality.aspx)

O&M Service Specialists

A list of Post-Construction BMP service providers is available at Honolulu.gov/rep/site/dfmswq/Post-ConstBMP_OMflyer_rev1.pdf.



SITE MAP

Understanding how water flows onto and off of your property is important so that Best Management Practices (BMPs) such as storm drain inlet protection devices, can be placed effectively.

Create a diagram for your property identifying the areas where water flows and collects to aid maintenance staff and contractors.

Use your property's site plan to identify and notate important storm water features. An example of a marked up site plan is provided at right. (Note: Your site plan may include additional features such as licensed private storm drain connections and green storm water infrastructure.) If your property does not have an existing site plan, create a simple map of your site using the grid and legend on the following page.

Email a copy of your map to potential contractors or post for staff to reference in case of spills.





Property Boundary



Storm Drain Catch Basin Inlet

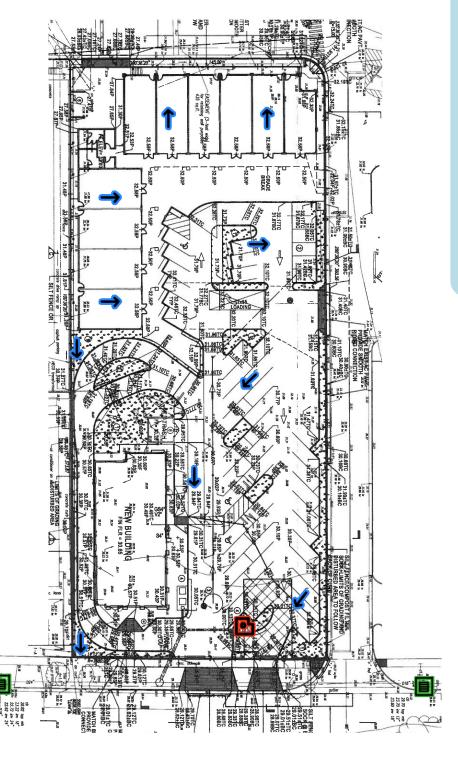


Storm Drain Inlet



Direction of Storm Water Flow

EXAMPLE SITE PLAN





SITE MAP

LEGEND



Property Boundary



Storm Drain Catch Basin Inlet



Storm Drain Flat Inlet



Stream/Drainage Area



Direction of Storm Water Flow



SELF-INSPECTION CHECKLIST

Use this self-inspection checklist as you walk the property grounds to complete a visual assessment. $^{\!\scriptscriptstyle \dagger}$

PARKING LOTS AND OTHER PAVED AREAS

- ☐ All loose debris and litter have been picked up.
- ☐ Check for leaks, spills, and stains from vehicle fluids. Spot-clean spills and stains using absorbents with mopping and sweeping where necessary.

LANDSCAPED AREAS

- ☐ Sprinklers are not broken, leaking, mistimed or overwatering an area.
- ☐ All loose leaves and litter have been picked up.

TRASH AND DUMPSTER AREAS

- ☐ Trash bins and dumpsters are covered and/or closed.
- ☐ Trash bins and dumpsters are not leaking.
- ☐ Areas surrounding trash bins and dumpsters are clean (no trash, grime, or stains).

MAINTENANCE EQUIPMENT AREAS

☐ Chemicals are properly stored under cover, off the ground, and in labeled containers.

STORM DRAINS AND CURB INLETS

- ☐ No debris is left near a storm drain or curb inlet.
- ☐ No inlet protection remains blocking a storm drain (unless maintenance work is in progress).

GOING ABOVE AND BEYOND...

- ☐ Consider marking storm drains with a 'No Dumping' message.
- ☐ If the weather is dry, check around buildings and structures for wet areas or signs of water flowing. Take note of these locations and address as needed.
- ☐ During wet weather, look for signs of dirty water, pooling/flooding. Take note of these locations and address as needed.

†If your property has an existing Operations & Maintenance (O&M) Plan for Post-Construction BMPs located on the property, use those forms to complete your inspections according to the outlined City and/or manufacturer requirements. This checklist does not replace the required inspection forms in the O&M Plan.

Download the full Property Maintenance Toolkit and individual pages at StormWaterPMToolkit.com.



Storm drain water flows untreated into our streams and ocean.

SERVICES PERFORMED BY VENDORS/CONTRACTORS

Vendors/contractors must abide by the guidelines in this Toolkit.

The property owner is liable for clean-up costs and fines associated with vendor/contractor activities that cause pollutants to enter the storm water system.

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CITY AND COUNTY OF HONOLULU REVISED ORDINANCES

Section 43-11.23 Environmental quality control—Violation.

- (a) It shall be unlawful for any person to discharge or cause to be discharged any pollutant into any drainage facility which causes a pollution problem in state waters, or causes a violation of any provision of the city NPDES permit or the water quality standards of the State of Hawai'i.
- (b) It shall be unlawful for any person to discharge or cause to be discharged any storm water runoff associated with industrial activity into any drainage facility which causes a violation of any provision of the city NPDES permit.
- (c) It shall be unlawful to discharge domestic wastewater and industrial wastewater into any drainage facility or any separate storm sewer system. It also shall be unlawful to discharge commercial cooking oil waste and commercial FOG waste, as defined under Section 43-5A.1, into any drainage facility or any separate storm sewer system.
- (d) It shall be unlawful to discharge any storm water on any public right-ofway which creates a drainage problem or causes a nuisance.
- (e) The provisions of this section are not applicable to employees of the city who, during the performance of their duties or in cases of emergency or a hazardous substance spill, may discharge sewage, other pollutants or wash water from cleanup operation of a hazardous substance spill into any drainage facility.
- (f) Upon presentation of proper credentials, the chief engineer or the chief engineer's duly authorized representatives may enter at reasonable times any building or premises in the City and County of Honolulu in the discharge of the chief engineer's official duties, to inspect or investigate the discharge of any pollutant or effluent into or onto a drainage facility; provided, that such entry shall be made in such manner as to cause the least possible inconvenience to the persons in possession; and provided further, that an order of a court authorizing such entry shall be obtained in the event such entry is denied or resisted.

